



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SENIOR PROJECT MANAGER

PN# 112393

Public Works & Engineering Department

Planning and Development Services

Utility Planning & Analysis Branch

611 Walker

M – F, 8:00 - 5:00*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages the Technical Group of the Utility Analysis Section. Interfaces with departments and outside agencies or firms to discuss projects. Provides Technical support to the Division Manager related to WCR Applications, Joint Referral Committee Requests, Plat Review, etc. Performs personnel functions, such as evaluating subordinate performance, interviewing prospective personnel, training subordinates and recommending disciplinary action. Interact on a daily basis by phone and/or in person with developers, engineers and architects. Responds to complaints or inquiries from citizens, City officials, or outside agencies.

10 **WORKING CONDITIONS**

This position routinely requires stooping, bending and/or lifting of moderately heavy items, such as small equipment or records boxes (up to 40 pounds) and/or occasional periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Requires six (6) years of experience in construction, construction inspection, design, geo-technical, environmental or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

14 **PREFERENCES**

Preferences will be given to candidates with proficient knowledge of public infrastructure, design requirements, platting requirements, and building code regulations.

15 **SELECTION/SKILLS TESTS REQUIRED**

None
However, the Department may administer a skills assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 27

\$1,678 - \$2,824 Biweekly \$43,628 - \$73,424 Annually

18 **OPENING DATE**

August 9, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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